

Name:
Date:

Qualification requirements
EDUCATION: Bachelor's degree in business, economics, finance, English language, international relations or public administration is required.
EXPERIENCE: Minimum two years of administrative management with translating/interpreting experience are required.
LANGUAGE: Level IV (Fluent) speaking/reading/writing English and Romanian are required. Level III (Good Working Knowledge) speaking/reading/writing Russian is required. <i>This will be tested.</i>
Proficiency as interpreter and translator on technical topics (related to banking, finance and/or economics) and in large meetings. <i>Translation skills will be tested.</i>
Ability to prepare correspondence and arrange conferences/workshops/meetings is required.
Good computer skills, including familiarity with MS Office suite (Excel, Access, Word, and Outlook) and ability to learn State Department specific software programs, are required.

[illegible]